

SRB DESK TECHNICIANS THAT PROCESS SRB REQUESTS FOR THE FLEET.

Mr. Frank Palomo (901)874-3915

francisco.palomo@navy.mil

PSC Bellew, Jeffrey (901) 874-3260

jeffrey.bellew@navy.mil

SRB Help Desk phone number 901-874-2526

NEW SRB NAVADMIN

NAVADMIN 166/11

- A. THE NEW QUOTA SYSTEM. (THIS IS NOT REALLY NEW). EVERY YEAR THE HEALTH OF RATINGS IS EVALUATED AND A DETERMINATION OF HOW MANY MEMBERS ARE NEEDED FOR EACH RATE IS DETERMINED. WHAT HAS CHANGED IS THE PROGRAMS ABILITY TO REACT TO THE NUMBER OF MEMBERS THAT HAVE REENLISTED THROUGH OUT THE YEAR.

IT IS VERY IMPORTANT THAT SAILORS MAKE THEIR DECISION TO REENLIST EARLY AND THE COMMAND SUBMITS THE REQUEST AS SOON AS POSSIBLE IF A MEMBER WILL REMAIN ELIGIBLE FOR A BONUS. SRB REQUESTS CAN BE SUBMITTED 120 DAYS PRIOR TO THE REQUESTED REENLISTMENT DATE.

IF A MEMBER IS ELIGIBLE FOR A SRB IT IS BASED ON THE SUBMISSION DATE IN THE SYSTEM, NOT THE DATE THE MEMBER STARTS THE REQUEST WITH THE COMMAND.

1. THE QUOTA SYSTEM WILL BE IN EFFECT FOR THE REST OF THE FISCAL YEAR.
 - a. STILL EVALUATING IF THE QUOTA SYSTEM WILL BE CARRIED ON FOR THE NEXT FISCAL YEAR.
2. AWARD LEVELS MAY BE CHANGED ON A WEEKLY OR MORE FREQUENT BASIS.
3. NEW AWARD LEVELS WILL BE ANNOUNCED ON THE SRB DESK WEB SITE. VIEW THE FOLLOWING WEB SITE TO DETERMINE IF THE SRB IS STILL AVAILABLE.

<http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/SRB.aspx>.

4. SRB REQUEST WILL NEED TO BE IN THE SYSTEM 5 DAYS PRIOR TO THE EFFECTIVE DATE ANNOUNCED ON THE WEB SITE.

B. **HOW DOES THE QUOTA SYSTEM EFFECTS PROCESSING OF SRB REQUEST?**

1. ONCE THE AWARD LEVEL CHANGES, YOU WILL NO LONGER BE ABLE TO CHANGE REENLISTMENT DATES TO TAKE ADVANTAGE OF THE LAST SRB AWARD LEVEL UNLESS N130 CONCURS WITH THE REENLISTMENT CHANGES.

2. TO MOVE THE DATE (ONCE AN AWARD LEVEL IS REMOVED FROM THE WEB SITE) WILL REQUIRE THE FLEET TO CONTACT THE SRB DESK TO GET N130 CONCURRENCE.
 3. ALL SRB REQUESTS THAT ARE IN A REJECTED STATUS AND THE REQUESTED REENLISTMENT DATE HAS PASSED WILL BE CANCELED AND ANY FURTHER SRB REQUEST WILL RESTART THE 35 DAY SUBMISSION REQUIREMENT.
- C. OLD PRACTICE WAS IF A REQUEST IS PRESCREEN, THEN IT WOULD GET APPROVED ABOUT 2 WEEKS PRIOR TO THE REENLISTMENT DATE. THIS IS NO LONGER TRUE.
1. IF THE AWARD CHANGES THE SRB REQUEST WILL BE CANCELED WITH A CODE OF 324, STATING THAT THERE IS NO LONGER AN SRB AWARD LEVEL FOR THIS NEC
 2. IF THE SRB CAN BE MOVED TO THE LEFT TO STILL RECEIVE AN SRB AND STILL MEET THE 35 DAY RULE, A MESSAGE TO CONTACT THE SRB DESK WILL ALSO BE SENT AS PART OF THE REJECTION MESSAGE TO SEE IF THE REENLISTMENT DATE CAN BE CHANGED TO STILL RECEIVE A SRB.
- D. THE DEFINITION OF SHORT FUSED ORDERS MAY CHANGE TO LIMIT WHEN THE SRB DESK CAN GRANT A 35 DAY WAIVER BASED ON SHORT FUSED ORDERS.
- E. THE NAVADMIN ALLOWS THE SUBMISSION OF A SRB REQUEST WITHOUT ACTUAL PTS APPROVAL SO LONG AS THE PTS REQUEST IS SUBMITTED. THE SRB REQUEST WILL STILL BE REJECTED TO ENSURE THE COMMAND IS INFORMED THAT THE MEMBER DOES NOT HAVE PTS APPROVAL AND THAT THE SRB REQUEST HAS ISSUES THAT MUST BE RESOLVE PRIOR TO THE REENLISTMENT DATE.

35 DAY WAIVER REQUESTS.

A WAIVER REQUEST CAN NOT BE SUBMITTED BASED ON THE FACT THAT A NEW AWARD LEVEL IS RELEASED. ALL REQUESTS MUST BE IN THE SYSTEM 5 DAYS PRIOR TO THE RELEASE OF NEW AWARD LEVEL.

(3 POSSIBLE SCENARIOS)

1. IF THE MEMBER MAKES ANY DECISION THAT CAUSES THE REQUEST NOT TO BE SUBMITTED ON TIME (THERE IS NO WAIVER AVAILABLE)
EXAMPLES:
 - a. MEMBER PLANS TO REENLIST CLOSER TO THE EAOS.
 - b. MEMBER IS WAITING ON ORDERS BEFORE REENLISTING.
 - c. MEMBER PLANS ON GETTING OUT OR ALLOW ANY EXTENSION TO BECOME OPERATIVE.
 - d. MEMBER WAS UNSURE IF THEY WANTED TO REENLIST OR NOT.

2. IF THE COMMAND DOES NOT SUBMIT THE REQUEST ON TIME.
 - a. THIS REQUIRES THE COMMANDING OFFICER'S ISIC TO WRITE THE WAIVER REQUEST TO N13.
 - b. THE REQUEST MUST ADDRESS WHAT CAUSED THE ISSUE AND WHAT HAS BEEN DONE TO FIX THE ISSUE SO IT DOES NOT HAPPEN AGAIN.
3. IF THE ISSUE IS OUT OF THE COMMAND CONTROL (SUCH AS SUBMARINES THAT ARE UNABLE TO COMMUNICATE). THIS DOES NOT INCLUDE THE MEMBER DID NOT HAVE PTS, THE ORDERS TO TRANSFER HAVE NOT COME OUT, THE MEMBER DID NOT MEET REQUIREMENTS UNTIL NOW.
 - a. THIS REQUIRES THE COMMANDING OFFICER WRITE THE WAIVER REQUEST TO N130

RECOUPMENT OF SRB AND ENLISTMENT BONUS.

IT IS IMPORTANT TO ALWAYS INVESTIGATE AND START RECOUPMENT PROCEDURES. IF THE SRB IS NOT RECOUPED, IT PREVENTS OTHER SAILORS FROM RECEIVING A SRB. FOR EVERY RECOUPMENT IS NOT DONE 1 TO 5 SAILORS WILL NOT RECEIVE SRB DUE TO A LACK OF FUNDS.

CURRENTLY OVER THE LAST YEAR MORE THAN 7 MILLION DOLLARS AND 360 MEMBERS WERE NOT PROPERLY RECOUPED BY THE FLEET. INVESTIGATING MORE THAN 350 MORE POSSIBLE CASES.

- a. Recoupments are the responsibility of the command.
- b. If a member loses the ability to maintain a SRB or Enlistment Bonuses the command must contact the PSD to determine the amount to recouped
- c. Some of the reasons that will cause recoupment.
 - i. Lose of NEC
 - ii. Lose of Rate
 - iii. Lose of Security Clearance
 - iv. Lose of Submarine Qualifications.
- d. It does not matter what the reasons (Even Medical), the PSD should determine if recoupment should happen.
- e. Requests for waivers of recoupment are sent directly to SECNAV not the SRB desk.

SRB INFORMATION

B. WHEN CAN A MEMBER REENLIST FOR SRB

- a. Normally SRB Window,
 - i. Tier 1 individuals- Reenlist any time in the same FISCAL year as their EAOS.
 - ii. Tier 2 & 3 individuals- Reenlist within the 90 Days of their EAOS and in the same FISCAL year as their EAOS.
 - iii. Nuclear Trained Members can reenlist at any time.
- b. Exceptions to the normal SRB Window.

The Tax Free and the EP EVAL exception, just allow Tier 2 & 3 member to reenlist like a Tier 1 Individual normally would

- i. **IN A TAX FREE ZONE EXCEPTION**- Allows the member to reenlist any time in the SAME FISCAL year as their EAOS.
- ii. **EP EVALUATION** - Allows the member to reenlist any time in the SAME FISCAL year as their EAOS.
 - 1. Can only use a normal periodic eval, no Frocking, Concurrent, Transfer or special eval.
 - 2. If the last eval was not a normal periodic eval, go back to the last periodic eval, even if was for a different Rank.
- iii. **UNDER PCS ORDERS**- Reenlist in the SAME FISCAL year as the detaching month on the order.
 - 1. If the member is reenlisting early and is using the exception that he has orders. **DO NOT ALLOW THE MEMBER TO TRANSFER UNTIL HE REENLISTS.** Once the new command gains the member, this exception is no longer valid and the member will not be authorized SRB.
- iv. **CROSSING A SRB ZONE**- If a member is crossing SRB zones, then the member may reenlist early.
 - 1. The date the member crosses a zone must be within 1 year of the members current EAOS
 - 2. Must reenlist in the month the member is crossing zones and before the date the member crosses the zone.
 - 3. Member may cross a fiscal boundary, The date the member crosses a zone must be within 1 year of the members current EAOS
- v. **STAR REENLISTMENTS**- Member may reenlist once the member is within 1 year of their EAOS.
 - 1. Member may cross a fiscal boundary, the date the member crosses a zone must be within 1 year of the members current EAOS.
- vi. **OTHER EXCEPTIONS** – REFER TO OPNAVINST 1160.8a

C. IF IN DOUBT SUBMIT THE REQUEST

- a. It is always best to have all the requirements met prior to submitting a SRB request.
- b. Do **NOT** wait to get all the pieces together if this means you will miss the requirement to have the request in the system 35 days prior to the reenlistment date.
- c. No matter what the reason is, call the SRB help desk prior to missing the 35 day requirement, if you are unable to get hold of the SRB desk, submit the request ASAP and contact the SRB desk as soon as possible.

D. WHEN DOES BOL UPDATE, WHEN DOES THE AMOUNT UPDATE

- a. ***You should always check BOL 24 to 48 hours after submitting a SRB in CIMS. If it is not in BOL, the SRB desk does not have your request.*** (Dollar amount will initially be zero)
- b. The dollar amount does not update until the SRB Desk prescreens the request. After prescreening both BOL and OPINS will update with the dollar amount.
- c. If a request is prescreen and then a change is made to the request. The changes may update, but the dollar amount will not update until prescreened again.

E. SCREENING PROCESS, WHAT IS CHECKED TO APPROVE A SRB REQUEST.

- a. High Year Tenure requirements (HYT). (Error code 310)
 - i. If a member is selected for the next rank, the new higher rank is used to determine HYT
 - ii. If a member has a STAR approval and will be automatically advanced, the advanced rate is used to determine HYT
- b. Security Clearance held.
- c. Rating/NEC (Error code 317 or 324)
 - i. Rating/NEC must be held by the member (Error code 317)
 - ii. If the member holds a higher NEC and you are applying for a component NEC, this must be noted in the comments.
 - iii. Rating/NEC must have a SRB associated with it (IF NO AWARD LEVEL, Error code 324)
- d. Reenlistment date.
 - i. Not in the window for SRB (Error code 308).

IF USING AN EARLY REENLISTMENT OPTION SUCH AS BEING IN A TAX FREE STATUS OR MEMBER HAS AN EP, THIS MUST BE PUT IN THE COMMENT SECTION OF THE REQUEST.

- ii. Submitted less than 35 days from the reenlistment date (Error code 333)
 - iii. Reenlistment date does not make sense. i.e. reenlistment date is after the EAOS (Error code 318)
- e. PTS. (Error code 332)
 - i. FLEET RIDE is the only way to verify if the member has a current approved PTS.
 - ii. The fact that a member has orders does not mean the member has PTS approval.
- f. Type of Request i.e. 1AA, 1CC, 1RR, 1RC, 1BB

- g. Check inputted EAOS. This should be the current EAOS, not what the EAOS will be after the reenlistment. (Error code 315)
- h. Term
 - i. Must reenlist all the way through the zone (Error code 307)
 - ii. Does not make sense or invalid (Error code 319)
- i. Extensions must be put in correctly with what the computer show the member actually has.
 - i. Up to 24 months should be put in the NUC/COMSUBPAY. The wording is incorrect, this block is used for extension that should not count against the members SRB request. (Old wording due to old policies)
 - ii. Over 24 months in the **OTH: block, any extensions put in this block will always count against the member.**
- j. If you get Error codes, 314,315,316,317,318,319, these are codes to verify a given input because it does not match what the system believes they have or just does not make sense for the reenlistment.
- k. Error code: 000, this code is a unique rejection code which will have why the request was rejected or what needs to be done in the actual Naval Message. If you did not receive the Naval Message, you will have to contact the SRB Desk to find out what the issue is.

F. PTS ISSUE

- a. Do not wait to submit a SRB request until the PTS is approved.
- b. The SRB desk has no input on PTS, we use Fleet Ride to determine if a member has PTS just like the fleet.

G. TOP REASONS FOR REJECTIONS.

SRB POLICY IS A REJECTION MESSAGE WILL ALWAYS BE SENT EVEN IF THE SRB DESK IS CALLED ABOUT THE ISSUE. THIS IS FOR INFORMATION FOR THE CCC THAT DOES NOT UNDERSTAND WHAT THEY DID AND THAT THE MEMBER DOES NOT MEET THE REQUIREMENTS FOR THE SRB.

- a. NOT IN A NORMAL SRB WINDOW OR MEET EXCEPTION POLICY.
- b. Request submitted less than 35 days (The hardest to fix)
- c. PTS- The member does not have PTS, if the member needs PTS contact the PTS help desk or the ECM ASAP!
- d. HYT (Will get a HYT rejection if a STAR request is not approved)
- e. VERIFY EAOS, TERM, RATING, AND EXTENSION (These are mostly an attention to detail issues during the submittal).

H. IMPORTANCE OF NOTES (EP EVALUATION, TAX FREE, PCS ORDERS)

- a. Must put the fact that you are using one of these exceptions in the comments section or you risk the SRB initially being rejected and having to contact the SRB desk to get the issue resolved.
- b. Tax Free- Verified by using MMPA the SRB desk only needs to know that a member is tax free to determine if he can reenlist early, The SRB desk only approves Gross SRB amounts, MMPA and DFAS determine if a member's SRB is tax free or not. You should contact your PSD about actual Tax Free issues.
- c. PCS orders must be released to get permission to reenlist early.
- d. EP Evaluations are required to be scanned and sent to the SRB Desk.

I. DISCOUNTING EXTENSIONS IN THE SRB CALCULATIONS.

- a. Up to 24 months of extension can be discounted in the SRB calculation if the member reenlists 2 years past the SOFT EAOS.
- b. Special Situations to discount extensions
 - i. If a member has 24 months of extensions and only wants to reenlist for 4 years, the only day the member can reenlist is on the members HARD EAOS.
 - ii. If a member has 12 months of extensions and only wants to reenlist for 3 years, the only day the member can reenlist is on the members HARD EAOS.
 - iii.
- c. If you believe an extension should be discounted in is required to be put in the NUC/COMSUBPAY block.

J. NEW SRB NAVADMIN, WHAT HAPPENS WHEN A NEW MESSAGE COMES OUT.

- a. Normally, Increases will be effective immediately and reductions will happen 30 Days after the release of the message.
- b. Requests are still required to meet the requirement to have the request in the system 35 days prior to the reenlistment date.
- c. With the requirements above this means that the request has to be in the system 5 days prior to the release of the SRB NAVADMIN.
- d. The SRB are based on reenlistment dates not the submission date.
- e. Reasoning: The reason that SRB award levels go down is that the Navy does not need as many in a given Rate/NEC. Therefore the Navy will not pay extra money for something they do not need as many of (Would you). This money is better used for the critical rates the Navy needs to maintain. (REMEMBER EVERY SAILOR THAT YOU ARE ABLE TO GET AN SRB FOR, THERE ARE A MIN OF 2 SAILORS IN CRITICAL RATES THE NAVY WILL NOT BE ABLE TO PAY AND REENLIST)

K. CIMS QUIRKS FOR INPUTS.

- a. Never use the designator when submitting a member for SRB (This will cause the OPINS system to lock up and you will not be able to make any further inputs for this member. The only exception is when submitting a request for a surface ET. For the surface ET you would put in the Rate of ET and the SW designator.
- b. To submit a FCA, FCA should be TYPED in the NEC block or submit the request via OPINS system
- c. Currently cannot submit the following: Submarine Forward ETs (14XXA and 14XXB) and the AWS /7815S. These Rating/NEC must be submitted in OPINS system only. (If you know a work around, please let me know)
- d. For Sub FT (11XX and 13XX), CTT (173X). These Ratings/NEC must be manually TYPED in the NEC block of CIMS.
- e. You can only cancel SRB request that are pending, once a request is rejected or approved you must contract the SRB desk to get the SRB canceled.
- f. I am currently working with NSIPS to get rid of the designator block and replace it with the special Ratings/NEC i.e 11XX, 13XX, 14XXA, 14XXB, FCA, ETSW, which will allow the NC to select these when appropriate.

L. OTT (OBLISERV TO TRAIN). Allows a member to gain training and gain a NEC and SRB at the time of graduation

- a. To receive an OTT approval, you must submit a 1306 to the extension desk. See the NPC website for submission procedures.
- b. Requirements
 - i. Be in a rating/NEC that does not currently have a SRB that can be paid.
 - ii. The graduation date of the school must be after the members SOFT EAOS.

M. STAR REQUESTS

- a. The STAR program is not just for automatic advancement. Anyone can STAR reenlist to get an A or C school.
- b. Requirements.
 - i. First Term Sailors
 - ii. No NJP in the last 18 Months
 - iii. Last 2 years of evals, no trait mark less than 3.0
 - iv.
- c. If the STAR is in conjunction with a SRB, then the member must be within a year of their EAOS.
- d. To be automatically advanced, the school must be on the "Career Schools Listing" and the STAR approved by the ECM.
- e. For non "Career Schools Listing" schools, you should contact the Detailer/ECM prior to submitting the STAR request to see if the Detailer/ECM will support the request,

N. Canceling SRB REQUESTS.

- a. The Fleet cannot cancel an approved or rejected SRB request. Send an e-mail to the SRB desk to cancel the request. (Fleet can only cancel pending SRB requests)
- b. This is very important; once a SRB request is canceled the money can be redistributed to other deserving Sailors.

O. E-MAILS (HOW TO SUBMIT)

- a. When sending e-mail requests ensure Sailors name in the SUBJECT line and that you send the members full name and last 4 of the SSN so we can get the right Sailor.

P. OFFICER PROGRAMS AND SRB.

SUBMISSION DATE IS THE DATE THE COMMANDING OFFICER SIGNS THE MEMBERS ENDORSEMENT LETTER, NOT THE DATE MAILED OFF.

- a. If a member reenlists for a SRB prior to applying for an Officer program. The member will receive the payments up to the date of submission for an Officer program. The command is responsible to go to the PSD and stop future payments until the outcome of the Officer board.
 - i. If the member is selected to be an Officer, no future payments will be made.
 - ii. If the member is not selected, the command should go the PSD and restart the members SRB
- b. If a member is applies for an Officer program and then reenlists for SRB. The command should go to the PSD and ensure the member does not receive any SRB funds until the outcome of the Officer Board.
 - i. If the member is not selected for an Officer program, then all SRB fund will be released as normal, by going to the PSD to restart the SRB.
 - ii. If the member is selected, the member will not receive any SRB funds.

Q. 35 DAY WAIVER REQUESTS. (3 POSSIBLE SCENARIOS)

- a. It was the member's issue that the request was submitted late.
 - i. No waiver is normally available
- b. The member was no way at fault and the reason the request was late was because of the Command.
 - i. If the Command fails to submit the request within the policy guidelines due to no fault of the member, the Command's ISIC Commanding Officer must send a formal letter to the Director, Military Personnel Plans and Policy Division (13) via Navy Pay and Compensation Policy Branch (N130), certifying the member submitted all paperwork on time and providing assurance that corrective actions have been taken.

- c. The issue is outside the control of the command.
 - i. If the Command is unable to submit the request within policy guidelines due to a situation outside of the Command's control, the Commanding Officer or Officer in Charge must send a formal letter and a scanned copy of the reenlistment request chit to PERS-811 to explain the circumstances and verify the Command was unable to meet this policy requirement. Letters will be evaluated to determine if the waiver request meets CNP guidelines to grant the waiver request. By direction signatures are not authorized.

Note: All requests are currently sent to the SRB desk to be passed to Washington DC

Note: awaiting PTS is not outside the control of the Command, this is the command not submitting or addressing the PTS issue soon enough.

R. RECOUPMENT OF SRB AND SEB.

- a. Recoupments are the responsibility of the command.
- b. If a member loses the ability to maintain a SRB or SEB the command must contact the PSD to determine the amount to recouped
- c. Some of the reasons that will cause recoupment.
 - i. Lose of NEC
 - ii. Lose of Rate
 - iii. Lose of Security Clearance
 - iv. Lose of Submarine Qualifications.
- d. It does not matter what the reasons (Even Medical), the PSD should determine if recoupment should happen.
- e. With the current rules, the only sure time a bonus will not be recouped is if the member has a disability caused by a combat injury.
- f. Requests for waivers of recoupment are sent directly to SECNAV not the SRB desk.

S. FYI- All the OPNAVINST are currently in rewrite to cover many of the new rules.